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Approved For Release 2001/03/30 : CIA-RDP81-00314R000600140004-2

11 May 1971

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MEMORANDUM FOR: [REDACTED] Office of Personnel  
THROUGH : [REDACTED] Historical Officer,  
Office of Personnel  
FROM : Support Services Historical Officer  
SUBJECT : History of Personnel Records (1st draft)

1. I have completed my review of the referenced paper, and am returning it to you for revision. In general, the paper records the story of the Agency's efforts to manage its personnel records, the nature of those records, and the organizational problems attendant upon the records management effort in the Office of Personnel. The segments on "Transactions and Records Branch" and the "Qualifications Analysis Branch" will require relatively little work to put into final shape.

2. The segment on the "Statistical Reporting Branch," however, is another matter. The first third of the report seemed to be going reasonably well, but then the paper began to flounder--it got into much unnecessary detail, it became repetitious, it got into special pleading, and, on at least two occasions, it appeared rather emotional. Additionally, many of the figures and appendixes which are included in the section are of doubtful value for inclusion in the paper; and some of the items identified as figures properly belong as appendixes.

3. In addition to the serious revisions of the segment noted in Par. 2, above, it will require considerable effort to make this paper into a single report. I have used some of your material to prepare both a Foreword and Introductions for each of the three segments, but these are only the beginning steps. Among the things that must be done to transform this into a coordinated whole are the following:

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a. The paper must be reviewed for duplication and overlapping. I think that there is a relatively limited amount in sections II and III, but these will have to be reviewed in light of section IV.

b. The pages, source references, figures, and appendixes are going to have to be blended into proper sequential order and numbered consecutively. All appendixes should be placed to follow the text. Instead of the three sets of appendixes that now appear, there should be only one appendix.

c. Care must be taken to see that each appendix and each figure is given a title and number and that these titles and numbers are properly referenced in the text.

d. A single Contents section must be prepared for the paper.

4. One final item that I would like to raise with you is with reference to Attachment B to the "Qualifications Analysis" segment, the "Blue Book." This item is in itself an historical document of value to the overall history of the Agency, and it would be very much out of place--except for mention in the text--in the History of Personnel Records. It also poses a problem of sensitivity, if not security, in that the Agency chart it contains cannot be produced without special permission; and the identities of the clandestine service officers would certainly not be permitted in a DDS historical paper.

5. I would like to ask, therefore, that custody of this item be given to the Historical Staff so that it can become a part of the Agency's official collection of historical documents. In fact, if there are other editions of a similar nature, I would ask the same treatment be given them.

6. At the present time, in fact, the "Blue Book" is being used to provide additional information to this Staff's records of key personnel in the Agency; and, for that reason, I have not returned it with your other materials. As I have noted on the copy of the text which I am returning to you, please specify in your report whether the "Blue Book" was a continuing effort or a special requirement levied by Mr. McCone.

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7. In addition to the foregoing, I have made specific suggestions and comments and raised questions directly on the copy which I am returning. After you have had time to study my suggestions, I'll be happy to discuss the paper with you.

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